

NAMDRP PROGRAM

4790
Ser N4/
30 Oct 01

From: Commander, Helicopter Tactical Wing, U.S. Pacific Fleet
To: Distribution

Subj: LOCAL COMMAND PROCEDURES FOR NAVAL AVIATION MAINTENANCE
PROGRAM STANDARD OPERATING PROCEDURES (NAMPSOP) (OPNAVINST
4790.2H, VOLUME V) CHAPTER 10.

Encl: (1) NAMDRP Routing Sheet
(2) NAMDRP Tracking Form
(3) Individual Report Tracking Sheet

1. Purpose and Scope:

a. The following Naval Aviation Maintenance Discrepancy Reporting Program local command procedures provide guidance for shore base commands and deployable units.

b. This supplement provides additional local requirements for COMHELTACWINGPAC activities, Maintenance Department, Naval Aviation Maintenance Discrepancy Reporting Program.

2. Cancellation: CHTWP LOCAL NAMDRP NAMSOP 10 DATED 29 MARCH 1999

3. Local Command Procedures:

a. Quality Assurance shall:

(1) Upon receipt of initial discrepancy report use enclosure (1) to ensure accurate, clear, concise and comprehensive review of discrepancy is conducted prior to assigning Report Control Number (RCN). Maintain NAMDRP Routing Sheet with it's assigned RCN, this will provide the basic data and comments made during research of discrepancy to any assigned Quality Assurance member.

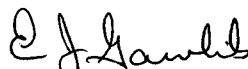
(2) When a Report Control Number (RCN) is assigned, NAMDRP Tracking Form, enclosure (2) and Individual Tracking Sheet, enclosure (3) shall be utilized.

(3) Track all correspondence, in chronological order, on enclosure (3). Information should include DTG of message, time date, and name of person contacted.

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b. Deployable Units shall:

(1) Assign RCN to each NAMDRP report using the first digit of elements (9) through (12) to designate detachment number. HC-11 Detachment 15 will use "B" as detachment identifier.


E. J. GAWLIK

Copy to:

HC-3

HC-5

HC-11

PMRF

OMD FALLON

OMD LEMOORE

OMD WHIDBEY

NAMDRP TRACKING FORM

REPORT CONTROL #9 -	DET/WC	HMR	QDR	EMR	EI
DTG		CAT I	CAT II	TPDR	ADR
SUBJ.					
REPLY DTG					
FOLLOW UP DTG OR PHONE					
REPORT CONTROL #9 -	DET/WC	HMR	QDR	EMR	EI
DTG		CAT I	CAT II	TPDR	ADR
SUBJ.					
REPLY DTG					
FOLLOW UP DTG OR PHONE					
REPORT CONTROL #9 -	DET/WC	HMR	QDR	EMR	EI
DTG		CAT I	CAT II	TPDR	ADR
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REPORT CONTROL #9 -	DET/WC	HMR	QDR	EMR	EI
DTG		CAT I	CAT II	TPDR	ADR
SUBJ.					
REPLY DTG					
FOLLOW UP DTG OR PHONE					

INDIVIDUAL REPORT TRACKING SHEET

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